

7 April 1987

MEMORANDUM FOR: Director of Logistics

VIA: Chief, Facilities Management Division, OL

FROM:
Chief, New Building Project Office, OL

STAT

SUBJECT: Disposition of the New Building Project Office

1. This memorandum provides recommendations for the phaseout of the New Building Project Office (NBPO). It has been coordinated with Chief, Facilities Management Division (FMD) who is in general agreement with the procedure and timing for transfer of NBPO functions to FMD. The following discussion assumes that Beneficial Occupancy (BOD) of the final portion of the New Headquarters Building (NHB), the South Tower, will occur on 31 December 1987.

2. NBPO should remain a separate entity, reporting to the D/L, until South Tower BOD, 31 December 1987. Until that time, there will be sufficient activity to warrant retention of NBPO at full strength. Upon BOD of the South Tower, NBPO construction-related activity and the critical nature of NBPO's role should diminish significantly. The remaining NHB-related work, such as completion of the installation of carpet in the South Tower, should not require retention of a full NBPO staff. Therefore, we recommend that NBPO be absorbed into FMD effective 1 January 1988.

3. At that time, Chief, NBPO would be reassigned; his position would revert to the D/L for reassignment. The remaining positions occupied currently by OL careerists would transfer to and remain in FMD. Of these, the junior clerical position, with incumbent, could be reassigned immediately within FMD. The positions occupied by Office of Information Technology (OIT) personnel would transfer to OIT. The five Office of Security (OS) positions would transfer temporarily to FMD. Of these, three would revert to OS upon completion of the installation of NHB carpet and NHB punch lists (approximately 1 April 1988). Two would remain permanently in FMD to coordinate physical and personnel security matters with appropriate OS components.

4. After transferring to FMD, NBPO would remain a separate component within FMD until all NHB construction-related work (and associated paperwork) is substantially complete. We envisage that it would take approximately three months to complete this work. At that time, circa 1 April 1988, NBPO would be dissolved; the remaining NBPO positions would be reassigned within FMD to facilitate assumption of M&O responsibilities for the NHB, expanded powerhouse, and the expanded Visitor Control Centers. OL

OL 2038-87

personnel assigned to NBPO on 1 April 1988 would either remain in FMD or be reassigned to other components. This determination will be made by the appropriate OL career panels.

5. The procedures for the transfer of responsibility for the NHB from NBPO to FMD has been discussed at length with participants from both offices. It is generally agreed that day-to-day responsibility for portions of the NHB will transfer to FMD concurrent with BODs. The exact manner in which beneficial occupancy will be accepted has not yet been finalized. For example, it appears quite likely that certain floors will be accepted by the Government such as the major computer space in the core area while the contractors continue to work in other locations. Under the proposed plan, FMD will accept responsibility for maintaining and cleaning the areas and/or systems as they are turned over.

6. Attached is a proposed MBO activities schedule associated with the above recommendations.



Chief, New Building Project
Office

Attachment

OL/NBPO [redacted] :8Apr87

Orig - Adse (w/att)

1 - C/FMD/OL (w/att + PCR)

1 - OL/NBPO Subject (w/att)

1 - OL/NBPO Chrono (w/o att)

1 - OL Files (w/o att)